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13 December 1956

Chief, Management Staff

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Chief, COM Staff (DB/I Area)

Work Report, Week Ending 12 November 1956.

Contributions

1. Projects 6-55 and 6-56, Survey of Operations and Proposed Reorganization, Acquisitions Branch, CIA Library. Recommendations accepted by COM for a workable, functional organization and for streamlining work flow, improving methods, layout, and systems, together with time and labor-saving equipment and devices to facilitate and expedite the receipt and dissemination of foreign books, papers, and periodicals to CIA components and other IAC intelligence producers. COM Staff will assist in implementing the recommendations while completing study of remaining operations. [REDACTED]

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2. Project 6-61, Management Survey of CIA Watch Office. Studied functions, organization, procedures and operations of CIA Watch Office and made 15 recommendations for improving definition of responsibilities and allocation of personnel, increasing efficiency and otherwise enhancing the Office's effectiveness in alerting the DB/I, DCI, the President, National Indications Center and other government agencies upon receipt of critical information bearing upon national security. Completed. [REDACTED]

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3. Project 6-45, COM Space Study. At the request of the DB/I, analyzed the extent of overcrowding in COM and, in cooperation with the AD/CR and the Chief, Space, Maintenance & Facilities Branch, DI, evaluated seven methods for increasing COM's space. The Biographic Register will receive 640 square feet of additional space at once and will save 676 square feet through improved records management practices (developed by Records Management Staff). If, after four months, the 11% increase is proven to be insufficient, an additional 2% can be obtained by renovation of the North Building attic. Completed. [REDACTED]

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4. MS-1046, Request for Increase in T/O of COM (ELINT Activities). Completed. [REDACTED]

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5. MS-1120, T/O Change for Special Register, Shift in Workload of One Position. Completed. [REDACTED]

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Notes

6. The Executive Officer, the CIA Librarian and his Deputy were highly complimentary relative to the work done in completion of the first phase of the above projects 6-55 and 6-56 and upon completion of the work in

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Acquisitions Branch, the CIA Librarian and the Chief, Documents Branch requested that the OCM Staff immediately initiate similar surveys in the Main Library and the Documents Branch. While completing the second phase of the study we will assist in the installation of new equipment and procedures at the request of OCM.

7. The AD/CI was highly complimentary concerning both results of our survey of the CIA Watch Office and the dispatch with which it was handled. The Executive Officer, OCM later reported that the meeting with the top executives of OCM was well received and the feeling was that the OCM Staff had done everything that ~~they~~ had hoped they would do.

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8. [REDACTED] met with Colonel [REDACTED] of OCM at his request and advised on the feasibility of interchanging two positions between the Editorial and Publications Divisions. Since the exchange is consistent with plans discussed during the OCM reorganization, we recommended that they proceed.

9. The OCM Executive Officer advises that in view of its recent overall ceiling cut from 332 to 304, OCM is making plans for a reorganization. They will call upon us for assistance when their thoughts are crystallized.

10. Executive Officer, DD/P was contacted relative to the delay in coordination of the Management Staff study on deprocessing of separating Agency employees and he stated that the DD/P comments would definitely be forthcoming by the end of the month. The Office of Logistics has also promised to have its comments in by the end of the month.

11. The Executive Officer, OCM has informed us that the 1/6 request reducing T/O to ceiling for OCM is in the Office of the AD/CI for approval.

12. At the request of the Chief, Business Machines Service Staff, contacted an Intelligence Officer and three clericals attached to the Economic Intelligence Committee Secretariat relative to procedures in producing reports which might be adapted to use of the teletypewriter.

Assignments Active This Week

13. Project 6-71, Procedure for Reporting Conversations. At request of the OCM through the DD/I, determine format and procedure for preparing Memoranda of Conversations and relate them to other procedures for preparing Memoranda for the Record, etc. [REDACTED] (OCM-AD/I, 10 Jan.)

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14. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [REDACTED] (ELINT Staff Officer, 3 January)

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15. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [REDACTED] (DD/S, 1 January)

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16. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. [REDACTED] 25X1A9a
25X1A9a (15 December)

17. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). [REDACTED] 25X1A9a
(15 December)

18. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DD/I. [REDACTED] (31 December) 25X1A9a

Assignments Inactive This Week

25X1A7a 19. Project 6-65, Management Survey of Technical Information Unit, Editorial Branch, [REDACTED] (7 January) 25X1A9a

* 20. Project 6-58, Examination of Proposed O/R/R Reorganization. [REDACTED] 25X1A9a
[REDACTED] (AE/R/R, 31 December)

* 21. Examination of Organization and Functions of Photo Intelligence Division, O/R/R. [REDACTED] (1 January) 25X1A9a

* 22. Assistance to DD/I in Reduction of T/O and Ceiling and Necessary Related Realignments. (Asst. to the DD/I (Admin)) [REDACTED] (1 Jan.) 25X1A9a

23. Manpower Utilization, Combination of BA/OCR-RI. [REDACTED] (DD/S, 20 December) 25X1A9a

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* Suspended pending determination of action to be taken by the DD/I in allocating new ceilings to DD/I Offices.

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